

**INSTRUCTOR TRAINING  
REVISION COMMITTEE MEETING  
Guilford Tech/Medlin Campus Center  
Room 360, 601 E. Main Street  
Jamestown, North Carolina**

**November 13, 2015**

The Instructor Training Revision Committee met on November 13, 2015, at the Guilford Tech Community College, Medlin Campus Center, Jamestown, North Carolina. Leila Humphries called the meeting to order at 10:20 a.m. She thanked everyone for coming and expressed her thanks to Chief Phillips for his hospitality and to John Reaves for arranging the meeting room.

Leila introduced Gary Dudley, Training Manager, Commission/In-Service Training Division, North Carolina Justice Academy, and Tracy McPherson, Director, Public Safety Training Programs, North Carolina Community College System. Tracy is the newest member of the Revision Committee.

Nancy Meadows called the roll. Those members in attendance were:

Dr. Bobbie Cox, Gardner-Webb University  
Stephanie Freeman, NC AOC  
Mike Lamonds, NC Department of Public Safety  
Tracy McPherson, NC Community College System  
Jeff Robinson, Wake Tech Community College  
John Reaves, Wake Forest University Campus Police

Committee members absent were:

Betty Reynolds, Wake Tech Community College  
Dennis Crosby, Gaston College  
Aaron Vassey, Cleveland Community College  
Tim Pressley, Orange County Sheriff's Office

Staff attending:

Leila Humphries, NC Justice Academy  
Nancy Meadows, NC Justice Academy

Staff absent was:

Autumn Hanna, Sheriffs' Standards Division

The minutes of the September 25, 2015, meeting were reviewed by the Committee. Leila stated that the revision suggested by Dennis Crosby and emailed to the committee members would be added to the minutes and asked if there were any corrections or additions to the minutes. Hearing none, the minutes were approved by motion from Stephanie Freeman and seconded by John Reaves. The motion was unanimously approved.

### New Business

Leila distributed drafts of three blocks of the revised lesson plan: Applying Instructional Systems Development and Bloom's Taxonomy; Law Enforcement Curriculum Development: Lesson Plan Format; and Active Learning. Leila stated that she would like the committee to take a look at each block – beginning by looking at content and the big picture. She emphasized that the blocks are drafts that are incomplete and are meant to be working copies. The blocks will be sent electronically to the committee as they become available.

Applying Instruction Systems Development and Bloom's Taxonomy – Dr. Cox asked about the timeline for completion of the revision. Leila stated that maybe February but she did not want to rush; our mission is to have the best product that we can for the State. Bobbi agreed that this block is the heart of the program. Stephanie stated that she felt that Bloom's Taxonomy is so important.

Law Enforcement Curriculum Development: Lesson Plan Format – There was very little discussion concerning this block. Leila stated that she would be interested in hearing any ideas that the committee might have and asked for suggestions. The template for the academic checklist and the lesson plan was discussed and the annotated version with instructions was discussed as a possible focus in delivering the information in this block.

### Active Learning

Jeff Robinson asked if there were ways to have recordings or web-sites to explain to students or even tutorials. **Bobbi stated that she uses the Blackboard Learning Management System and has developed a course titled "Faculty**

**Lounge.” The course contains research information, forms, student and faculty handbooks, and other resources instructors may need. She hopes to develop a similar student module in the future. She suggested that maybe a similar system such as Stephanie suggested with the “Community On-Line” for General Instructor students and instructors could be developed and/or a mentor program to mentor new instructors.**

The entire committee was comfortable with the way things are progressing. Bobbi Cox stated that Leila has completed a tremendous amount of work. John Reaves stated that he really appreciates the way the Academy is doing this – getting opinions – not a “one-person deal”.

The next meeting will be on December 11 at Guilford Tech, and a tentative meeting was scheduled for January 15, 2016, location to be determined.

John Reaves motioned that the meeting be adjourned and Bobbi Cox seconded; meeting was adjourned at 12:00 noon.